

2 March 1953

MEMORANDUM FOR: Deputy Director (Administration)
THRU: Chief, Classification & Wage Division
SUBJECT: Reorganization of the Organization & Methods Service.

1. In order to provide the necessary extensive and intensive knowledge of the three great areas of the Agency, namely those under the jurisdictions of the DD/P, DD/I, and DD/A, it is advisable to have three senior examiners in charge of the O&M work in those areas. I, therefore, request the establishment of three positions as Assistant Management Officers at grade GS-15.

2. Each of these men will be assigned a group of examiners. However, their assistants will be moved from one group to another when exigencies of the situation demand to familiarize the examiners with all phases of the Agency's business.

3. These three men, together with myself, will meet two or three times weekly in order that the O&M work in the Agency may be suitably coordinated. As a committee, we will plan our operations and assign projects.

4. The chief of each division will be responsible for the properly carrying out of the projects and missions in his area, for the work of the men under his jurisdiction, and for developing new opportunities for service within his area. It will be necessary for them to deal with the highest echelons of supervision and within the policy of the office to discuss and settle differences.

5. Attached is a chart of the proposed organization.



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W. L. PEEL
Chief, O&M Service

1 Attach.
chart

Concurrences:

Chf., Wage & Classification
(date)

Comptroller
(date)